

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 002-2015

OPEN TO: All Interested Candidates
POSITION: Chauffeur, FSN-03
OPENING DATE: February 12, 2015
CLOSING DATE: February 26, 2015
WORK HOURS: Full-time (40 hours/week)
SALARY: Information on salary may be obtained from the Human Resources Office

***NOTE:** All ordinarily resident applicants must have the required work and residency permits to be eligible for consideration.*

The General Services Office (Motor pool) of the U.S. Embassy in Brazzaville is seeking for one (1) individual to fill the position of Chauffeur in the Motor pool Section.

BASIC FUNCTION OF POSITION

Incumbent will operate vehicles to transport Embassy personnel and official visitors. Incumbent will maintain vehicles in a clean and serviceable condition, both outside and inside. Incumbent delivers incoming and outgoing mail. Incumbent completes trip tickets and other daily vehicle records. Incumbent will serve as back-up expeditor at the river port and back-up boat pilot.

QUALIFICATIONS REQUIRED

***NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

a. Education:

Completion of elementary school is required.

b. Prior Work Experience:

One year of chauffeur experience is required. Must pass Motor Pool Supervisor driving test and Medical fitness exam.

c. Language Requirement:

Level 2 English (limited) required. Level 3 French (good) required. **English skills will be tested.**

d. Knowledge:

Detailed knowledge of traffic laws and rules of the road (code de la route). Knowledge of motor pool directives. Defensive driving techniques. Motor Pool trip ticket software. River speed boat safety and operation techniques.

e. Skills and Abilities:

Must have a local driver's license appropriate to type of vehicle operated.

SELECTION PROCESS (FOR ALL POSITIONS)

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed US citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Not ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS 0174) (available from the Embassy Security Post); or
2. A current resume or curriculum vitae that provides the same information as an DS 0174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Officer

U.S. Embassy Brazzaville –Boulevard Denis Sassou Nguesso

No: 70-83 sections D (Face Maternité Blanche Gomez) Bacong'o, Centre-ville.

E-mail: BrazzavilleHR@state.gov

PHONE: 06-612-2000 / 06-612-2133 / 06-612-2143 /06-612-2109

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

CLOSING DATE FOR THIS POSITION: February 26, 2015

The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.